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BOYS & GIRLS CLUB
of the
ANTELOPE VALLEY

Help another child **BE GREAT.**

661-267-CLUB

www.avbgc.org

BOYS & GIRLS CLUBS
of the ANTELOPE VALLEY

Parent Handbook 2024

For COVID-19 Related Updates,
Resources and program information,
please visit our website avbgc.org

School sites & Anchor Sites
After school & All Day programs

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BOYS & GIRLS CLUB
of the
ANTELOPE VALLEY

Administrative Office:

843 W Lancaster Blvd.

Lancaster CA 93534

Mailing Address:

PO Box 10047 Lancaster, CA 93584

Phone 661-267-2582, Web avbgc.org

Welcome to the Boys & Girls Clubs of the Antelope Valley

Our mission is to enable all youth, especially those who need us most, to reach their full potential as productive, responsible, caring citizens.

We offer structured, outcome based programs and activities that encourage youth input and participation. The safety and success of your child while at the Club is our top priority. Enrollment of your child implies that you understand the expectations detailed in this Handbook.

All sites offer a balanced program consisting of:

- ◆ Character & Leadership Development
- ◆ Education & Career Development
- ◆ Health & Life Skills
- ◆ Social & Emotional Support
- ◆ The Arts
- ◆ Sports, Fitness & Recreation.

VISIT <http://avbgc.org/programs.php>

FOR ADDITIONAL PROGRAM INFO!

The following pages contain important information about the program, which will help you understand the policies and procedures. This handbook is not designed to contain, nor to be interpreted as, a comprehensive inventory of all expectations, responsibilities, and objectives required of participants in our programs. Additionally, this Handbook may be updated without prior notice. For the most recent copy, please refer to our Club website, avbgc.org. If you have questions, please contact us at 661-267-2582.

BE GREAT BE HEALTHY! BE ACTIVE! BE HAPPY!

We take great pride in being a part of the Triple Play program. Focusing on a healthy mind, body and soul!



FEE BASED CLUBS/ACTIVITIES/SPECIAL EVENTS

Throughout the year there will be some activities that may require a fee to cover costs of materials, travel and instructors. When a fee based program is offered there will be a clearly defined fee posted. These fees must be paid as indicated in order to continue enrollment. Please check with the front desk at each site to see what is currently offered or check the website www.avbgc.org.

Your child may be given the opportunity to participate in a "Special Program" or "Mini Club". These programs are offered as an incentive and require full participation and specific outcomes from youth. Field trips may be offered throughout the year in-line with the goals of these programs. Please note, that any program involving a Club Partner, or Supporting Organization, will be protected under the same rules, regulations and expectations outlined in this Handbook.

ALL-DAY PROGRAMS—CLUB GENIUS DAY CAMP

The Club may offer all-day programs when school is not in session. Days and locations of the programs offered are dependent on member participation, as well as staff and site availability. A program fee will be required for participants, regardless of days attending and must be paid through the online registration system. Daily rates may only be available for circumstances determined by Club administration. A shirt may be required for all participants. Shirts cost \$10 each. Additional details on the all Club Genius day camp programs can be found on our website AVBGC.org.

INCIDENT PROCEDURES

If an incident involving your child occurs, depending on the severity of the incident, you may be called immediately or advised what took place at the end of the day. Your child's care is under supervision of very professional and caring staff who will do their best to determine if a call is necessary "on the spot" or an update at the end of the day. Due to confidentiality purposes, any changes in procedure and/or disciplinary information--for children or staff--is not provided. Parents concerns will be acknowledged, but internal Club reports will not be made available. We can assure all parents and guardians that any incidents, or parent concerns are addressed immediately and appropriately with the best interest of our youth in mind. Parents are welcome to send grievances to kids@avbgc.org, or call 661-267-2582.

EMERGENCY AND DISASTER PROCEDURES

In case of an emergency or disaster, no child will be allowed to leave BGCofAV after school program without parent/guardian permission. The staff will remain with the children until they are released to their parent/guardian or persons authorized on the Registration Form. In the case of an evacuation, the Club will follow the school site, or main site evacuation procedures. Please meet Club staff at the designated evacuation/collection area as outlined in your students school emergency plans.

COMPLAINT PROCEDURES

Grievances can be filed with the AVBGC by sending an email to Kids@avbgc.org, or contacting 661-267-2582. Grievances will be answered within 48 hours of sending. Emergencies should be communicated directly with your Site Coordinator and will be handled accordingly. Thank you.

WHITNEY MAC CENTER - LANCASTER - 661-208-2832 2PM-6PM M-F
DESERT SANDS PARK - PALMDALE - 661-234-1456 2PM-6PM M-F
TEEN TECH CENTER - LANCASTER 661-201-1977 2PM-6PM M-F

MOJAVE UNIFIED DISTRICT (ASES/ELOP)

HACIENDA 3-5 (on CCMS Campus)
 MOJAVE K-5 661-886-3606 AFTERSCHOOL-6 M-F
 ROBERT P. ULRICH TK-2 661-855-1143 AFTERSCHOOL-6 M-F
 CAL CITY MIDDLE SCHOOL 6 661-674-5363 AFTERSCHOOL-6 M-F

PALMDALE SCHOOL DISTRICT (ASES/ELOP)

CHAPARRAL K-5 661-655-2770 AFTERSCHOOL-6 M-F
 CIMARRON K-6 661-208-1462 AFTERSCHOOL-6 M-F
 DESERT ROSE K-5 661-236-9478 AFTERSCHOOL-6 M-F
 DOS CAMINOS K-5 661-317-1886 AFTERSCHOOL-6 M-F
 GOLDEN POPPY K-5 661-208-1493 AFTERSCHOOL-6 M-F
 JOSHUA HILLS K-5 661-361-0959 AFTERSCHOOL-6 M-F
 PALM TREE K-5 661-317-7336 AFTERSCHOOL-6 M-F
 QUAIL VALLEY K-5 661-208-1916 AFTERSCHOOL-6 M-F
 SUMMERWIND K-5 661-317-7338 AFTERSCHOOL-6 M-F
 TAMARISK K-5 661-361-0438 AFTERSCHOOL-6 M-F
 YUCCA K-5 661-208-5220 AFTERSCHOOL-6 M-F

WESTSIDE UNION SCHOOL DISTRICT (ELOP)

ANAVERDE HILLS K-8 661-317-7329 AFTERSCHOOL-5:30 M-F
 COTTONWOOD K-6 661-202-4013 AFTERSCHOOL-5:30 M-F
 DEL SUR K-8 661-317-7332 AFTERSCHOOL-5:30 M-F
 ESPERANZA K-5 661-202-4603 AFTERSCHOOL-5:30 M-F
 GREGG ANDERSON K-6 661-247-9431 AFTERSCHOOL-5:30 M-F
 HILLVIEW 6-8 661-416-5257 AFTERSCHOOL-5:30 M-F
 JOE WALKER 6-8 661-220-8170 AFTERSCHOOL-5:30 M-F
 LEONA VALLEY K-6 661-974-0036 AFTERSCHOOL-5:30 M-F
 QUARTZ HILL K-6 661-916-6123 AFTERSCHOOL-5:30 M-F
 RANCHO VISTA K-6 661-208-5564 AFTERSCHOOL-5:30 M-F
 SUNDOWN K-6 661-974-4357 AFTERSCHOOL-5:30 M-F
 VALLEY VIEW K-6 661-825-7843 AFTERSCHOOL-5:30 M-F

LANCASTER SCHOOL DISTRICT (ASES/ELOP)

JOSHUA K-5 661-974-4978 AFTERSCHOOL-6 M-F
 NEW VISTA 6-8 661-934-3902 AFTERSCHOOL-6 M-F
 PIUTE 6-8 661-840-2406 AFTERSCHOOL-6 M-F

ELIGIBILITY & ENROLLMENT

BGCofAV services school-age youth, grades K-12 (ages 6-17). Elementary and middle school students must be enrolled in the school that offers BGCofAV after school programs (anchor sites have open enrollment for residents of the Antelope Valley). Youth must complete a new registration form each year and are accepted on a first come first serve basis. Online registration is required yearly at all locations either in January or July depending on the site, or as requested to maintain up-to-date information and emergency contacts. The after school programs on school sites maintain a waiting list until the end of the school year and continue to enroll students as space becomes available. All members on the waitlist will also need to submit a new application for the following year. BGCofAV operates every regular school day on school grounds and during school breaks and summer when available. Anchor sites operate year round. Reimbursements/ special accommodations will not apply in the event the Club should close for any reason. All current registered members are also welcome to attend our afternoon summer program at each anchor site (2pm-6pm) for FREE! Updated applications may be requested. **All Club sites will accept applications for new members throughout the week during designated registration time-frames and online, but members will not be able to attend until the following Monday upon approval.** Please review all information in your confirmation email prior to your child attending.

**YOUTH RESPONSIBILITIES**

Youth are expected to follow all School and BGCofAV rules and policies pertaining to discipline and demonstrate appropriate behavior by following reasonable rules of conduct. Youth who exhibit harmful behavior to themselves or others will be removed from the program. Youth who leave the program without permission or do not sign-in and report to their designated BGCofAV after school program areas immediately after school will be dismissed. During the regular school year, all members MUST attend the program on a regular basis (M-F until closing). Students who are absent from the program more than 10% of the time (2 days a month) without a pre-approved notice, may be removed from the program to accommodate another student on the waiting list. (Please see Early Release Policy on page 7)

PARENT/GUARDIAN RESPONSIBILITIES (Youth Absences)

Parents/Guardians should notify the BGCofAV after school program site coordinator in the event their child(ren) is/are absent from the program. Absences should be called in at the beginning of the day, which promotes the maintenance of accurate daily accountability and youth safety.

ELECTRONIC DEVICES

BGCofAV does not allow electronic devices such as handheld video game players, CD players, tablets, MP3 players, cell phones or DVD players (unless authorized by Club Staff). We ask for help in ensuring that your child leaves these items at home or shut off in their backpack. BGCofAV will not be responsible for lost or stolen items. All Club members must comply with the safety policies and guidelines outlined in our technology agreement before utilizing our computers. For the purpose of distance learning, devices will be allowed in the appropriate setting.

ONE-ON-ONE AIDS: Children with special needs and accommodations are fully welcomed into our programs. Should these needs of your child require specialized attention outside of the skillsets of BGC staff, we will welcome a one-on-one aid to work with your child while attending our program. One-on-one aids must go through proper screening and approval.

CHANGE OF PERSONAL INFORMATION: The site coordinator must be notified promptly of any changes to the parent's/guardian's address, telephone number, or changes on the Registration Form. An updated Registration Form will be requested at the end of each school year for the beginning of the following year. In most cases, contact information can be updated by the parent/guardian in the ACTIVE registration system.

ILLNESS: If a child becomes ill while in our program, the parent/guardian will be contacted and must assume responsibility for picking up the child or sending an authorized person to do so within a **half hour** of notification. Children must be free from fever, vomiting, or other symptoms for 24 hours before they can return to BGCofAV. The site coordinator must be notified if a child contracts a communicable disease/illness. Children returning to program after contracting a communicable disease/illness must provide a doctor's note. If your child shows symptoms of being ill, Club staff may determine whether or not your child should be sent home.

MEDICAL NEEDS AND MEDICATION:—Is Your Child on Medication? Please note on your child's membership form what medication they are taking and times that they take medication.

Parents/Guardians **must** inform the BGCofAV after school program site coordinator if a child has any medical conditions OR requires medication. In the event the child is required to take medicine, the parent/guardian must administer that medication, or make arrangements for a qualified adult to administer medications. Staff **WILL NOT** be authorized to administer medication to members, unless an authorization form has been completed and approved by the Club. An inhaler or epinephrine pen may be kept on site for those members in need but will require authorization and staff approval for self-administration. **Please request this form from club staff as needed.**

FOSTER / HOMELESS : In an effort to provide the best support possible to children who need us most, we urge you to discuss priority placement in our programs for children who may be in the foster system, experiencing homelessness or other challenges that would put them in critical need of our services.

INJURIES: If a child is seriously injured while participating in the BGCofAV after school program, the supervising adult will call 911 and request assistance. Parents/Guardians and program supervisors will be notified immediately. Any fees accrued for medical assistance are the responsibility of the parents/guardians. Children who require transportation to a hospital will be accompanied by a staff member to provide necessary emergency information and supervision until the parent/guardian arrives.

If the extent of injuries cannot be determined by Club staff due to unwillingness of a Club member, parents will be contacted, and requested to pick up their child immediately.

CHILD ABUSE AND NEGLECT: Under the mandatory Child Abuse Reporting Law, California State Penal Code Section 11161.5, BGCofAV staff are obligated to report cases of suspected child abuse or neglect. All AVBGC Employees are mandated reporters.

SUSPENSIONS/REMOVALS: If a child is suspended from school, the suspension also applies to the BGCofAV after school program. Children may also be solely suspended from the BGCofAV after school program. Multiple suspensions may lead to the removal from the after school program. Suspensions may also occur for late registrations (as it applies to fee-based sites). If your child is sent to the Club on a day they were suspended or registration was not completed, whether it is a fee-based, or funded site, you will be asked to pick up your child immediately and charged a \$10 fee and an additional fee equivalent to the late fee policy (\$5 for every minute) after the first half hour of being contacted. The parent/guardian will be notified of suspensions that occur in the BGCofAV after school program. Parents are responsible for breakage, intentional theft and vandalism their child/ren is/are responsible for causing. The child will be suspended and charged damage costs. Parents may remove their children from the program at any time. Once a child is removed from the program, they may not be able to return in the event there is a waiting list at the site. Once leaving the program, there will be placed at the bottom of the waiting list to reenter the program. Any child can be removed at any time from the Boys and Girls Club program entirely at the discretion of the administrative staff regardless of whether your child has any prior citations/suspensions. Removal from the program can be as short as one day to indefinitely, depending on the circumstances or as deemed necessary by staff.

ENROLLMENT/PARENT FEES: Yearly enrollment fees are due at the beginning of each year for our Anchor Club sites (Desert Sands & Whitney Mac). Membership fees will be \$25 per year and will be required for all members. Eligibility for assistance and payment plans are determined by administrative staff and based on qualifications. Low income options may be available to families who qualify. Each parent/guardian must submit income and residential verification to be enrolled in the program, regardless of income status.

School Site Fees (for non-funded sites) are based on individual school sites and are paid through the AVBGC online registration system. Registration will take place yearly during the school year and upon availability for intersession. [Fees are divided out evenly for the entire year and automatically billed evenly each month, including during fall, winter and spring breaks.](#) Daily/weekly registration will not be available. A registration fee of \$30 may be applied for processing errors, in addition to a \$30 fee for any cancellations/refunds. Fees will not be collected on-site and will not be refunded if your child is removed/suspended for behavioral issues. All requests for refunds will be reviewed and approved as deemed necessary. Please refer to the Club website for payment and pricing details. Low-income options may be available for families who qualify. Proof of FRPM qualifications in addition to proof of household income and residence will be requested.

CIVIL RIGHTS POLICY—NON-DISCRIMINATION STATEMENT: In accordance with Federal Law and BGCofAV Civil Rights regulations and policies, we do not discriminate on the basis of race, color, ethnicity, gender, sexual orientation, national origin, religion, creed or physical or mental disability. The program welcomes the enrollment of students with disabilities and adheres to the requirements of the Americans with Disabilities Act (ADA) to make reasonable accommodations for students. For additional information regarding this policy and your rights, please contact our administrative office.

PARENT CONDUCT

All parents are expected to follow and respect all Club rules as a participant in our programs. Parents with questions or concerns in regards to the Club are required to contact administrative offices to file a complaint or grievance. In order to provide a safe and supportive environment for all members, we ask that parents refrain from addressing concerns on-site, while other children are present and allow Club staff to focus on the program and supervision of our members. For the safety of our members, parents are not welcome to remain on-site during program hours. Any display of inappropriate or intimidating behavior (including the attempt to make verbal or physical contact with a child that is not your own) at a school site or Club location will be cause for immediate removal of you and possibly your child. Degrading comments about the Club and/or staff by way of social media is not acceptable. Should a staff person or program methodology be at fault of the Club, we will take immediate action to remedy the situation. Should we find that any postings hold no merit, they will be removed and you will be contacted to discuss concerns directly. Concerns should always be communicated directly with Club Administration.

Please be aware that in the event a parent/guardian pursues or intends to pursue legal action against the Club, or other Club parents/members, OR displays any of the behavior listed above, you and your child/ren may be removed from the program. Internal incident reports will not be available to parents.

CUSTODY ARRANGEMENTS

The Club kindly asks that parents and guardians be respectful and courteous of all Club Members and Staff, by handling custody disputes outside of the Boys and Girls Club after-school Program. Club staff will only accept **official** court ordered and up-to-date documents which clearly state custody arrangements, These documents must be submitted and accepted prior to making any changes on a child's membership application. In addition to the court order, it is expected that parents communicate these changes and make arrangements that exclude the use of Club staff. Club staff will be in no way responsible for mediating and upholding requests outside of a court order. This includes requests for statements or internal reports. Thank you for understanding.

PARENT/GUARDIAN OPPORTUNITIES AND RIGHTS (Limited due to COVID)

Parents/Guardians are welcome to request a visit to the site in order to become more familiar with the program. Visitations should be limited to ten (10) minutes and may not interfere with the operation of the program. Visits must be arranged in advance with the Site Coordinator. Parents/Guardians are invited to contribute their talents and/or skills to the program as a volunteer. Parents/family members will be placed as a volunteer based on the needs of each site. All parents are expected to contribute to the needs of the site, and all program participants equally. To ensure the effectiveness of club volunteers, and to provide a true club experience, parents will not be permitted to remain on site for one-on-one visits with children. Volunteers and visitors will not be welcome on-site without the proper screening and approval by Club Staff. Please ask your Unit Supervisor for volunteer guidelines and restrictions or visit our website. Parents/Guardians may request a conference with Site Coordinator and/or Unit Supervisor, and the site coordinator and/or Unit Supervisor may request a conference with parents/guardians as needed. Requests for a meeting will be granted as deemed necessary. BGCofAV has a policy that protects the confidentiality of youth records. Written permission must be obtained from parents/guardians to release confidential information, use of youth photographs outside of the program, or allow youth to participate in off-site activities.

SIGN-IN/OUT: All youth are expected to sign-in with Club staff at the time of their arrival. Membership applications must be completed and approved before being accepted into the program. **All Club sites will accept applications for new members throughout the week online, but members will not be able to attend until the following MONDAY, upon acceptance.** Your child cannot attend the program until being accepted and given a confirmation email.

Youth may only be released to an authorized adult (18 years or older). At no time will a child be released to a waiting car without prior arrangement by parent/guardian and site coordinator (unless otherwise determined necessary). The adult must sign the child out in person at the release desk/area. When noted a child may be allowed to walk home (grades 6th and up) with prior adult written permission (referred to as a walker). In this case the child will be sent home before dark during the months it applies. Walkers will be signed out by a staff member. Parents are advised to contact the Club in the event their child does not arrive home in a timely manner after being released from the Club. Parents will be notified of change in release times due to daylight savings. High school students do not need a parent/guardian to sign out.

Only the youth's parents/guardians and authorized adults, whose names appear on the youth's Registration Form, will be allowed to remove a student from BGCofAV. Adults must present photo identification to the staff upon request. If an adult attempts to sign out a student but has not been authorized on the Registration/Emergency Contact Form, the youth will not be released. Written notification must be submitted to the site coordinator by the parent/guardian for new adults to sign out children. A copy of any court orders mandating custodial restraint must be submitted to the site coordinator immediately. Otherwise, youth may be released to the custody of documented parents/guardians.

Members are NEVER permitted to leave the Club without prior permission from a parent and/or guardian. Members who do leave without permission or the knowledge of staff will receive a citation/suspension or be removed from the program if deemed necessary. Please note: Boys & Girls Clubs of the Antelope Valley staff members will not physically restrain any child from leaving on their own accord. However, in the event of such an occurrence, attempts will be made to contact the parent/guardian and/or the emergency contact listed on your enrollment form and/or authorities if deemed necessary. Additionally, the Club will make the necessary reports or adjustments with regards to student pick-up should we feel it is necessary for the safety and welfare of our members. Parents may be removed as an authorized pick-up if their actions are not in-line with the Parent Code of Conduct. Suspicion of alcohol or substance abuse will be reported.

LATE PICK-UP: If a child is left after program closing time, the staff will notify the adult scheduled to pick up the child. If the staff is unable to make contact within a reasonable amount of time (typically one hour after closing), as mandated by the Department of Social Services, the police will be requested to take possession of the child(ren). Because leaving a child after the site closes is considered to be abandonment, it is important that all children are released to the appropriate parent/guardian at the end of the program day. In addition, a late fee will be assessed in the amount of \$10 for every five minutes starting one minute after closing. Children with more than three (3) late pickups may be removed from the program.

EARLY RELEASE—Applies to all ASES / ELO-Programs (After-School Education and Safety / Expanded Learning Opportunities Programs)

Boys & Girls Clubs of Antelope Valley operates an after-school enrichment program from the time school ends until 6:00 PM (or otherwise posted time) every day in which school is in session. It is the intention of these programs that all student participants attend regularly and stay at the program until closing.

We understand that there will be times when it is not possible for your child to attend the entire duration of the program day. It is the responsibility of the students' parent/guardian to notify the after school Site Coordinator, of days in which the student's regular leaving pattern or daily attendance will not be possible.

Listed below are examples of situations that may cause your child to leave early:

- Family schedule makes it difficult for child to leave or be picked up at closing.
- Student receives district sponsored transportation and must leave at a designated time.
- Student has a pre-scheduled Doctors appointment.
- Family Emergency
- Child walks home/Student welfare (All walkers are sent home ½ hour prior to sundown regardless of parent requests, during the months of November-March only.) Walkers require written staff and parent approval.
- Student/Family has other non-program obligations or attends a parallel program
- Other applicable conditions are determined on an individual basis by the after school program staff.

In accordance with school district policy, Parents/Guardians must also supply advance notice to the Site Coordinator in the circumstance that your child will be picked-up by anyone other than the students' parent/legal guardian. Advance notice can be provided via email, phone call or in person.

In the event of excessive absences, excessive late arrivals, or excessive requests to leave early:

Because the ASES / ELO Program is evaluated by the state and funded by the state based on daily attendance and other factors, excessive absences or excessive requests for late arrival will be tracked for each participant to better understand attendance trends and program needs. It is the intention of the Club to provide that best possible program for all students and accommodate the needs of the families we serve.

As a parent, I understand that as a participant in the after-school program, it is my intention to take advantage of all program times and opportunities. If attendance trends such as early pick-up and absences become excessive, program staff will assess the family's needs and make necessary adjustments to accommodate other students on the waitlist who may fully benefit from our programs. We appreciate your understanding and acceptance of this policy.